

**INSTRUCTIONS: HOW TO FILL OUT THE
“MOTION TO REINSTATE ON THE INACTIVE CALENDAR”**

USE THIS FORM ONLY if your case has been dismissed for lack of activity or lack of prosecution.

Step 1: Make sure your form is entitled **“MOTION TO REINSTATE ON THE INACTIVE CALENDAR”**. Type or print clearly using black ink ONLY!

Step 2: In the upper left corner of the first page, fill in the following: your name, address, city, state, zip code, telephone numbers, and your Atlas number if you are receiving, or have received, AFDC from the Dept of Economic Security (DES).

Step 3: Fill in your name in the space that says PETITIONER/PLAINTIFF, if YOU have filed the original action. If the other party filed the original action, then he/she will be the PETITIONER/PLAINTIFF. In the space that says RESPONDENT/DEFENDANT, fill in the name of the person who has been the RESPONDENT/ DEFENDANT throughout the entire case. Whoever was the RESPONDENT/DEFENDANT for the original action will be the RESPONDENT/DEFENDANT for all other papers related to this case.

Step 4: Fill in your case number where it says CASE NO. Your case number stays the same any time you file papers related to this case.

Step 5: Write your name in the space provided on the first line in the body of the Motion.

Step 6: Indicate to the Judge how many days you feel is needed to complete Service of the papers in your case. (Example: 30, 60, 90 days).

Step 7: List the reasons why you believe the Judge should reinstate your case. You must have good reasons or the Judge will not reinstate your case.

Step 8: In the space provided, write in the day, month and year you signed the Motion, then sign your name.

Step 9: On the bottom of the Motion, you will indicate that you are mailing a copy to the other party involved in your case. Do this by filling in the date the copy will be mailed or delivered AND the name and address of the other party.

Step 10: Complete the **“Order to Reinstate on the Inactive Calendar”** by following the same Step 2, Step 3 and Step 4 above.

Name _____

Address: _____

Phone Numbers: _____

Atlas Number: _____

I am representing myself in this case: Yes No

IN THE SUPERIOR COURT OF ARIZONA
IN AND FOR MARICOPA COUNTY

In re the Marriage of _____)

PLAINTIFF/PETITIONER)

and _____)

RESPONDENT/DEFENDANT)

Case No. _____

MOTION TO REINSTATE ON
INACTIVE CALENDAR

_____, hereby requests that this case be reinstated on
the inactive calendar for a period of _____ days for the following reason(s):

Justice therefore requires that this case be reinstated on the inactive calendar for at least

_____ Days.

DATED this _____ day of _____ 20 _____

Signature of Person making this request

A copy of these documents
have been mailed on this date:

to: (GIVE NAME AND ADDRESS BELOW)

Address: _____

Phone Numbers: _____

Atlas Number: _____

I am representing myself in this case: Yes No

IN THE SUPERIOR COURT OF ARIZONA
IN AND FOR MARICOPA COUNTY

In re the Marriage of)

_____)

PLAINTIFF/PETITIONER)

and)

_____)

RESPONDENT/DEFENDANT)

Case No. _____

**ORDER TO REINSTATE ON
INACTIVE CALENDAR**

This Court, having reviewed the ***“Motion to Reinstate on the Inactive Calendar”***, good cause appearing.

IT IS HEREBY ORDERED, that this case be reinstated on the Inactive Calendar until _____ (date)

DONE IN OPEN COURT, this _____ day of _____ 20, _____

JUDGE/COMMISSIONER OF THE SUPERIOR COURT

PROCEDURES: WHAT TO DO WITH THE “MOTION TO REINSTATE ON THE INACTIVE CALENDAR” NOW THAT YOU HAVE FILLED IT OUT.

USE THIS FORM ONLY if you have filled out the Motion to Reinstate on the Inactive Calendar. Here are the steps you need to take.

Step 1: COPIES AND ENVELOPES: Make 3 copies of the **“Motion to Reinstate on the Inactive Calendar”**. Make 2 copies of the **“Order to Reinstate on the Inactive Calendar”**. Prepare two addressed stamped envelopes, one addressed to yourself and one addressed to the other party.

Step 2: FILE ORIGINAL: File the Original **“MOTION TO REINSTATE ON INACTIVE CALENDAR”** with the Clerk of Court and ask to have your copies also file stamped. These are called “conformed copies” and act as proof that the Original was filed.

Step 3: PROCESS YOUR MOTION: Give the following documents to Family Court Administration and tell them to give the documents to the Judge assigned to your case OR mail the documents to the Judge assigned to your case.

- Copy of **“Motion to Reinstate on Inactive Calendar”**;
- Original **“Order to Reinstate on Inactive Calendar”**;
- The 2 addressed, stamped envelopes

Step 4: MAIL OR HAND DELIVER A COPY OF THE “Motion to Reinstate on Inactive Calendar” to the other party in the case and keep one set for yourself.

Step 5: WAIT TO RECEIVE NOTICE FROM THE COURT. Once the Judge receives your Motion and Order, he/she will either sign the Original Order and send you a copy OR send you a copy of the Minute Entry telling you whether or not your Motion has been granted. If the Judge does NOT grant the Motion, you will need to see a lawyer for help.

NOTE: FAILURE TO FOLLOW THE ABOVE PROCEDURES EXACTLY COULD RESULT IN A FURTHER DELAY OF YOUR CASE